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***** CDPHE-CACFP PROCEDURE MEMO CENTERS #16-19 *****

DATE: August 26, 2016
MEMO CODE: CENTERS #16-19
SUBJECT: Disclosure requirements for the Child Nutrition Programs
TO: CACFP institutions serving child care centers

The Colorado Department of Public Health and Environment, Child and Adult Care Food Program (“CACFP State Agency”) received USDA policy SP 16-2016, CACFP 06-2016, SFSP 10-2016, regarding the allowances and restrictions relating to disclosure of children’s free and reduced-price meals eligibility information. The USDA guidance is summarized below as it pertains to the CACFP.

Some CACFP institutions have working relationships with school districts to provide CACFP meals and snacks to children in the district who also attend a CACFP facility. CACFP institutions working with school districts who serve students may find value in receiving free and reduced-price meal eligibility information from the school district. Receiving this information may reduce paperwork burden and relieve parents from completing a free and reduced application (Income Eligibility Form) more than once.

The USDA policy referenced above clarifies the following:

School districts may provide individual student information only to certain persons and organizations, including CACFP institutions and other programs authorized under the National School Lunch Act or Child Nutrition Act, without prior notice and parental consent. The use of the information must only be for the purpose of establishing eligibility for meals and snacks in the Child Nutrition Programs. Use of the information for purposes other than establishing eligibility for meals and snacks is not allowed without parental consent.

In addition, requestors must have a legitimate “need to know.” For example, if a CACFP institution requests information from a school district for the purpose of operating the CACFP, only persons employed by the CACFP institution that have key responsibilities related to eligibility determinations should have access to the information.

The 2016-2017 Eligibility Manual for School Meals includes a Disclosure Chart on page 71, which displays information regarding authorized recipients of eligibility information, allowed information for disclosure, and special requirements. This manual is located at the following web address: <http://www.fns.usda.gov/sites/default/files/cn/EligibilityManualFinal.pdf>

The CACFP State Agency attached the full USDA memorandum SP 16-2016, CACFP 06-2016, SFSP 10-2016 for reference. The memorandum primarily refers to the situation in which school districts receive requests for eligibility information. If a CACFP participating



institution, other than a school district, receives a request for children's eligibility information, the institution should contact the CACFP State Agency for guidance.

Please contact the CACFP State Agency with any questions at (303) 692-23330.

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